

## Addressing the Board

When addressing the Board of Supervisors, there are several things to keep in mind:

- Each speaker will be allowed three (3) minutes to comment, whether speaking as an individual or representative.
- The speaker will be limited to a presentation of his/her point of view only. Questions of clarification may be entertained by the Chairman.
- All comments must be directed to the Board. Debate between a recognized speaker and audience members is not allowed.
- Both speaker and the audience will exercise courtesy at all times.
- Speakers are requested to leave any written statements and/or comments with the Clerk to the Board.
- Individuals speaking on behalf of an organized group are required to file with the Clerk written authorization from the group allowing the individual to represent them.

## Members of the Board

**Joseph B. "Butch" Church, Chairman**  
**Catawba Magisterial District**  
P. O. Box 344  
Salem, VA 24153  
Home: (540) 389-4653

**Eddie "Ed" Elswick, Vice-Chairman**  
**Windsor Hills Magisterial District**  
8550 Willett Lane  
Bent Mountain, VA 24059  
Home: (540) 929-4680

**Michael W. Altizer**  
**Vinton Magisterial District**  
3108 Valley Stream Drive  
Roanoke, VA 24014  
Home: (540) 427-4023

**Richard C. Flora**  
**Hollins Magisterial District**  
6112 Greyholme Lane  
Roanoke, VA 24019  
Home: (540) 525-7760

**Charlotte A. Moore**  
**Cave Spring Magisterial District**  
5415 Bandy Road  
Roanoke, VA 24014  
Home: (540) 427-0007

## Board Office Address

Roanoke County Board of Supervisors  
5204 Bernard Drive, SW  
Suite 400 - F  
P. O. Box 29800  
Roanoke, VA 24018-0798

**Clerk's Office**  
(540) 772-2005

**County of Roanoke, Virginia**

## Board of Supervisors



**Board members, from left to right:**  
**Charlotte A. Moore; Michael W. Altizer;**  
**Joseph B. "Butch" Church, Chairman;**  
**Richard C. Flora; Eddie "Ed" Elswick,**  
**Vice-Chairman**

## Making Your Voice Heard: A Citizen's Guide

**How to present your opinions to the  
elected officials in your locality**

# Welcome to Roanoke County Government

The Chairman and members of the Board of Supervisors welcome all citizens of the County of Roanoke to bring issues and concerns before the Board. The following information is provided to assist you in contacting your elected representatives.

## Board of Supervisors Meetings

Regular meetings are held on the second and fourth Tuesdays of each month at 3:00 p.m. Public hearings are held at 7:00 p.m. on the fourth Tuesday of each month. Deviations from this schedule will be announced. The meetings are broadcast live on RVTv, Channel 3, and will be rebroadcast on Thursdays at 7:00 p.m. and Saturdays at 4:00 p.m. The meetings are now closed-captioned. Individuals who require assistance or special arrangements to attend the meeting should contact the Clerk to the Board at (540) 772-2005 at least 48 hours in advance.

Citizens wishing to present matters to the Board must register with the Clerk. Forms are available outside the Board meeting room. Rules for addressing the Board are noted on the back of this Citizen's Guide.



## Composition of the Board

The Roanoke County Board of Supervisors is comprised of five Board members, who serve four-year terms.

Board members are elected to represent five magisterial districts: Catawba, Cave Spring, Hollins, Vinton and Windsor Hills.

Terms begin on January 1 following the elections in November. At the annual organizational meeting, the Board members elect a Chairman and establish the calendar of meeting dates for the year.

## Website

The Board of Supervisors website is: [www.RoanokeCountyVA.gov/Departments/BoardofSupervisors](http://www.RoanokeCountyVA.gov/Departments/BoardofSupervisors)

Information on the website includes:

- Contact information
- Board actions (agendas, action agendas, minutes)
- Committees, commissions and boards
- Biographical information for the Board members
- Forms
- State of the County Address
- Access to online broadcasts of Board meetings

## Closed Sessions

The Board may go into closed session to discuss matters inappropriate for discussion in open session (i.e., personnel, economic development or litigation issues). No votes or actions may be taken in closed session. Following the closed session, the Board must adopt a certification resolution certifying that no other items of business other than those which were previously announced were discussed.